MANAGEMENT ANALYSIS OF TRAFFIC STOPS

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The purpose of this procedure is to establish guidelines for conducting professional traffic stops and gathering data related to traffic stops. The Lansing Police Department shall collect relevant data for a descriptive analysis of traffic violation stops and traffic accidents including demographic description of the driver, circumstances associated with the stop, and outcome of the stop in order to assess department-wide officer practices.

II. **POLICY**

PURPOSE

The Lansing Police Department recognizes the practice of stopping drivers based on their race or ethnicity (i.e., racial profiling) is a violation of an individuals Civil Rights and is prohibited by this policy. The purpose of this policy is to gather data through the use of the Management Analysis of Traffic Stops (MATS) form to monitor officer behavior to determine if it appears such a practice is occurring.

III. **DEFINITION**

Traffic Stop - A traffic stop is any action taken by an officer to stop a motor vehicle being driven by another person or prohibit that motor vehicle from being driven away either through commands, orders, or physical means. For the purpose of this procedure the traffic stop may be for any moving traffic violation, licensing or registration violation or motor vehicle equipment violation when that traffic stop is not in response to a call. In addition, for this policy, a traffic stop includes, for the purposes of completing the MATS form, the driver(s) of vehicle(s) involved in traffic crashes.

IV. SPECIFIC RESPONSIBILITIES

- Sworn personnel shall complete the Management Analysis of Traffic Stops (MATS) form at A. the time of each traffic stop regardless of whether or not a citation is issued.
- B. The precinct shift Sergeant is responsible for the following:
 - 1. Collecting all MATS forms.
 - 2. Reviewing each MATS form for completeness.
 - 3. Forwarding all MATS forms to the Records Section.

- C. The Central Services Commander shall be responsible for the following:
 - 1. General coordination of the MATS program.
 - 2. Central repository for all information regarding traffic stop data collection and maintaining a file of all MATS forms.
 - 3. Completing a Traffic Stop Summary Report that outlines all relevant data in summary form as requested by the Chief of Police/designee.
 - 4. Receiving, reviewing, and analyzing all reports, documents, and general correspondence regarding the Traffic Stop Data Collection Program.

V. MATS FORM COMPLETION INSTRUCTIONS

A. General Instructions

- 1. The officer initiating the traffic stop shall complete a separate format the time of every traffic stop.
- 2. Only information relating to the driver of the stopped vehicle will be collected. MATS information shall **not** be collected from passengers of the stopped vehicle.
- 3. The driver of the stopped vehicle shall **not** be requested to provide any information regarding his/her race or ethnic origin. Officers shall indicate the driver's race or ethnic origin on the MATS form using their best judgement.
- 4. Complete the MATS form on drivers involved in traffic crashes. The purpose of completing a MATS form for drivers involved in traffic crashes is to serve as a standard of comparison in the data analysis. MATS forms should not be completed for incomplete accident reports.

B. Specific Instructions

Completely shade in the appropriate information in response to each of the following items on the MATS form:

- 1. Hour and minute to the nearest 5 minute increment.
- 2. Month, day, and year of the traffic stop.
- 3. Location of the violation (not the location where the stop was made) by Team Area.

- Shade in the street where the violation was made. All streets not listed by name on the MATS form should be designated as "other".
- 4. Reason for the traffic stop. Check the box that most closely corresponds with the primary reason for the traffic stop. Select only one box.
- 5. Ethnic/Racial Group. Check the box that appears to best correspond with the race/ethnic group of the driver. Do not request this information from the driver. Use the following guidelines to make a selection:
 - a. White a person having origins in any of the original peoples of Europe.
 - b. Black a person having origins in the black racial groups of Africa or the Caribbean.
 - c. Hispanic a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.
 - d. Asian/Pacific-Islander a person having origins in any of the peoples of the Far East, Southeast Asia, China, India, Japan, Korea, Pakistan, the Philippine Islands, or Islands of the Pacific Rim.
 - e. Other a person of an origin other than described above, such as Native American and Middle Eastern peoples and people of mixed race.
 - f. Not Apparent a person whose racial or ethnic origins cannot be determined.
- 6. Gender. Note whether the driver was male or female.
- 7. Age. Shade in the actual age of the driver on the date of the stop.
- 8. Driver's License Number. Enter the two letter state code (MI for Michigan) followed by the driver's license number.
 - NOTE: The driver's license number provides information necessary to conduct accuracy audits.
- 9. Search. Shade the appropriate response to indicate whether or not a search of the driver and/or vehicle was conducted.
- 10. If the vehicle was searched, shade the response that most closely corresponds with the type of search conducted of the driver and/or vehicle.
- 11. Indicate what, if anything, was discovered or seized in the search by shading the responses which most accurately apply. Mark all responses that apply.
- 12. Result of Stop. Shade the response that most closely corresponds with the primary enforcement action taken. Select only one box. If a citation is issued, always write in the citation number. If an arrest of the driver occurs, always include the report

number.

- 13. Officer's Badge Number. Shade in the badge number of the officer who initiated the stop. All three digits on the form must be shaded in. Officers with a one digit badge number must shade in the first two digits as "0". Officers with a two digit badge number must shade in the first digit as "0".
- 14. Traffic crash. Shade the appropriate response to indicate if there was a traffic crash involved.
- 15. Supervisor Badge Number. A supervisor will review each MATS form for completeness and accuracy then write their badge number on the form.

VI. REMEDIES

If after an analysis of the data, traffic stop anomalies are identified, the Chief of Police shall consult with personnel whom the Chief identifies as appropriate to more closely examine the anomaly(ies) and ascertain the most appropriate supervisory, deployment, or other remedy deemed necessary and permissible within the scope of the Chief's authority and departmental policies, procedures and rules.

VII. DURATION OF PROGRAM

The MATS programshall be reviewed by the Chief of Police after one year to determine if the MATS program is to continue and, if so, any changes to the program.

VIII. GUIDELINES FOR CONDUCTING A PROFESSIONAL TRAFFIC STOP

Traffic stops shall be conducted in the most courteous and friendly manner that is practicable under the circumstances. Officers should follow these principles in all traffic stops except when exigent circumstances make it inadvisable in the officer's judgement.

- A. Introduction and reason for stop give a greeting and identify yourself. "Good morning/afternoon/evening, I'mOfficer_____ (give first and last name) of the Lansing Police Department. The reason I stopped you is _____ (i.e., the reason for the stop must be a valid infraction or statutory violation)".
- B. If there is a video camera in the car and the stop is being recorded tell the driver, "For your information this traffic stop is being videotaped."
- C. Driver's License and Registration "May I see your driver's license, insurance, and registration please?"

NOTE: It's just a matter of personal style, but some switch between asking the above

question first before making the following statement.

- D. Explanatory Request "Is there any reason for (restate the violation)?" This question gives the officer an opportunity to discover some information to establish rapport with the driver. Although it might not matter what their explanation is this question can make the driver feel that he/she has a listening ear to hear their reason.
- E. Safety Request/State Action to be Taken "Sir/Ma'am, for your safety, please stay in your vehicle until I return."
- F. Take Action At this stage, review all information collected and take the most appropriate action based upon your investigation (i.e., conduct all relevant checks, write the citation(s), issue a verbal warning, etc.). Complete the MATS form. To the best of your ability, complete the traffic stop in a prompt manner.
- G. Re-approach, Close and Return Re-approach the motorist and politely inform them as to what action you have taken and what their obligations are. Do not get drawn into roadside debates or respond to prodding of the driver. Give the violator their options for future action and close the conversation with a concern for their safety such as "Thank you for your cooperation, please drive safely". Do not say "Have a nice day". If necessary, offer to assist the motorist back in to the traffic stream.

LANSING POLICE DEPARTMENT
MANAGEMENT ANALYSIS OF TRAFFIC STOPS (MATS) FORM

1. Approximate Time of Stop

? AM ? PM

HOUR: 1 2 3 4 5 6 7 8 9 10 11 12 MINUTE: 5 10 15 20 25 30 35 40 45 50 55 00

2. Date of Stop

YEAR: 01 02 03

MONTH: J F M A M J J A S O N D

DAY: 1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

3. Violation Location Team Area:

Street: ? Saginaw ? Jolly ? Oakland ? Miller

? Michigan ? Mount Hope ? Cedar ? Pennsylvania ? Larch ? N. Grand River ? MLK ? Other

4. Reason for Stop

? Moving Violation ? Equipment Violation

? Registration

? Other (Specify)

5. Race/Ethnicity of Driver

? African-American/Black ? Hispanic ? Other

? Asian-Pacific Islander ? White ? Not Apparent

6. Gender of Driver ? Male ? Female

7. Age

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

8. Driver's License

STATE: NUMBER:

9. Was a search done?

? Driver ? Passenger ? Vehicle ? No

10. Search Authority

? Consent ? Terry Cursory ? Plain View

? Incident to Arrest ? Tow Inventory ? Parole/Probation

11. If Searched, What Was Discovered or Seized? (Mark all that apply)

? Weapon ? Drugs ? Cash ? Nothing

? Vehicle ? Alcohol ? Other Property

12. Result of Stop: #

? Citation ? Arrest ? Warning ? Report

13. Officer Badge Number

0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9

14. Was there a traffic crash involved? ? Yes ? No

Supervisor